



# **DAY CARE CENTERS**

## **I. WHEN IS A BUILDING PERMIT REQUIRED?**

A permit is required for every new day-care facility, which is not the care provider's personal residence and will serve more than six children regardless of age. A permit is also required when it is proposed to increase the number of occupants or floor area of an existing day care facility. This may not always involve physical alterations to the building.

## **II. WHAT REGULATIONS MUST I MEET?**

Contact the following agencies:

Building Code Plans Examination - 352-3313  
Zoning Code Administration - 352-3273  
Cincinnati Health Department - 357-7460  
Inspection Bureau Inc. - 381-6080  
Fire Prevention Division - 357-7585  
Ohio Department of Human Services - 852-3280

## **III. HOW DO I OBTAIN A PERMIT?**

Complete an application for a permit and submit three sets of plans for review, to the Business Development and Permit Center, 3300 Central Parkway, Cincinnati, Ohio 45225.

An acceptable set of plans should include the following:

- A. A plot plan showing lot dimensions, off-street parking spaces, access drives, all buildings on the lot along with their dimensions, height in stories, type of construction and uses, location of fenced play ground, and the location of such buildings relative to each other and to property lines.
- B. Elevation views of all sides of the building showing windows, doors and other exit facilities, and accurately located grade lines.
- C. Floor plans of the entire story where the proposed facility is to be operated, showing at least the following:
  - 1. Existing and proposed uses of all rooms and areas;
  - 2. Dimensions of all rooms used as part of the proposed center and number and age range of children in program;
  - 3. Size, type and swing of all doors, which serve as exits from day care rooms and from the building;
  - 4. Location, enclosure and details of all stairs;
  - 5. Location of restrooms and/or classrooms and the number of fixtures in each;

6. Notation of water temperatures at hand sinks used by children (the Health Department requires temperatures in the range of 100 to 110 degrees F.);
7. Provisions for access and use by the disabled;
8. Location and type of exit signs;
9. Location and construction of any new partitions or built in features;
10. Details of heating and ventilating system;
11. Location and enclosure of kitchen and complete details of range hood and exhaust system, if any;
12. Notation of water temperatures in kitchen; the Health Department requires a licensed food service operation to have water at a minimum of 120 degrees F or higher as needed for an automatic dishwasher;
13. Interior finishes for day care rooms and all corridors;
14. Interior lighting plan to provide 40-foot candles of lighting throughout classrooms; 20 foot candles of light in hallways, storage areas and toilet rooms;
15. Location and type of fire alarm system, sprinkler system, if any;
16. Means of egress and emergency lighting system.
17. All pages and data properly sealed by the appropriate design professional.
18. Evidence of previous use group and construction type.
19. Door hardware schedule with function descriptions.

#### **IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or comments, they will contact the person signing the application. Upon receipt of the necessary approvals, the permit staff will notify the applicant that the permit is ready and the balance of the permit fee will be due.

#### **V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the Cincinnati Zoning Code, Cincinnati Building Code, Ohio Basic Building Code, and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within one year of the issue date.

**VI. INSPECTIONS REQUIRED (24-hour minimum notice)**

Department of Buildings and Inspections  
General Building Inspection - 352-3267

Health Department  
Day Care Licensing - 357-7460  
Food Service Operation License/Environmental Safety Inspection - 352-2908

State of Ohio  
Department of Human Services/Bureau of Child Care Services - 852-3280

**VII. ADDITIONAL**

For Type "A" Child Day Care contact the following agencies:

State of Ohio  
Department of Human Services/Bureau of Child Care Services - 852-3280  
Department of Buildings and Inspections  
Building Inspection Division - 352-3275  
Zoning Code Administration - 352-3273

Health Department  
Food Service Operation License/Environmental Safety Inspection - 352-2908  
Safety Department  
Fire Prevention Division - 357-7585